



Ilkley Parish Council

# FREEDOM OF INFORMATION POLICY

Approved January 2013

# **ILKLEY PARISH COUNCIL**

## **Freedom of Information Act 2000**

### **Introduction**

The Freedom of Information Act:

- Provides public access to recorded information held by public bodies – including local authorities such as Ilkley Parish Council.
- Applies to documentary information and electronic data held by a public body.
- Obliges public bodies to disclose information/data unless an exemption detailed in the legislation is applicable.

### **General enquiries**

If you have any queries regarding the Freedom of Information Act, please contact the parish clerk (Alan Draper) by telephone (01943 436212), by e-mail ([clerk@parishcouncil.ilkley.org](mailto:clerk@parishcouncil.ilkley.org)) or in person at the parish council office in Ilkley Town Hall (the office opening hours being 10am – 1pm, Monday to Friday).

### **Requests for information**

- Requests for information must be in writing and include the enquirer's name and address (a contact telephone number would be helpful though not essential).
- Requests can either be in paper format addressed to Ilkley Parish Council, Town Hall, Station Road, Ilkley, LS29 8HB or in electronic format via e-mail to [clerk@parishcouncil.ilkley.org](mailto:clerk@parishcouncil.ilkley.org)
- When requesting information the enquirer does not have to mention the Freedom of Information Act nor the reason(s) why the information is sought.
- The enquirer does not necessarily have to be resident in the parish of Ilkley.
- The enquirer can be an individual or an organisation.
- The parish clerk (or, in his absence, the deputy parish clerk) is responsible for responding to requests.

- Ilkley Parish Council has a duty to respond to all requests by informing the enquirer whether or not it holds the requested information and then supplying the information (except where an exemption applies).
- Charges can be made in respect of disbursement costs (copying, printing, postage etc) to reflect the costs incurred in meeting a request.
- Charges will not be made for staff time in sourcing information if the estimated cost is less than £450.00 or 18 hours.
- Requests can be denied if the staffing cost necessary to retrieve/supply the information is greater than £450 or 18 hours (as per exemption 12). Alternatively, a fee notice can be issued setting out the intended amount to be charged for the supply of the requested information.
- Requests can be denied (wholly or in part) if an exemption applies. The Freedom of Information Act contains 32 exemptions but not all of them are applicable to Ilkley Parish Council. The exemptions that are most likely to apply to Ilkley Parish Council are listed below (the list is not exhaustive).
  - (i) If the request exceeds the cost limit (as already mentioned).
  - (ii) If the requested information is accessible by other means.
  - (iii) If the requested information is intended for future publication.
  - (iv) If the requested information would prejudice the effective conduct of public affairs.
- Requests for personal information in respect of the enquirer him/herself cannot be dealt with by the Freedom of Information Act. Such requests should be submitted in accordance with the Data Protection Act.
- Ilkley Parish Council is statutorily obliged to respond to requests within 20 working days. The day after the request is received is the first day of the 20 (working) days.
- If a request is too vague and/or insufficiently clear, the enquirer will be contacted for clarification. However, the 20 days response timescale would commence the day after a sufficiently clear request has been received.
- If Ilkley Parish Council does not hold all the requested information, it will supply the information it does hold and provide guidance as to whom to contact to obtain the remainder of the information.
- If the response is not satisfactory, the enquirer can request a review by contacting either (a) the chairman of Ilkley Parish Council and/or (b) the Freedom of Information Section of Bradford Metropolitan District Council (respective contact details below).
  - (a) Chairman of Ilkley Parish Council

Town Hall  
Station Road  
Ilkley  
LS29 8HB  
(please mark correspondence as "private/confidential")  
Tel: 01943 436212

Alternatively, the chairman can be contacted at his/her home address/telephone number/e-mail - the details of which are displayed at [www.parishcouncil.ilkley.org](http://www.parishcouncil.ilkley.org) under the "Councillors and officers" section.

(b) Freedom of Information Section  
Bradford Metropolitan District Council  
7<sup>th</sup> floor  
City Exchange  
61 Hall Ings  
Bradford  
BD1 5SG  
Tel: 01274 434506  
E-mail: [foi@bradford.gov.uk](mailto:foi@bradford.gov.uk)

- If a review is requested it will be completed within 20 working days (or within 40 working days in exceptional cases).
- If the review(s) is not satisfactory, the enquirer has a right of appeal to the Information Commissioner (contact details below).

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF  
Tel: 0303 123 1113  
[www.ico.gov.uk](http://www.ico.gov.uk)